

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: OFFICE SPECIALIST I/II/III - ENVIRONMENTAL HEALTH  
CLASS CODE: I - 6612 II - 6614 III - 6616

FLSA STATUS: NON-EXEMPT  
SUPERVISORY STATUS: I - NONE II - NONE III - LEAD

EFFECTIVE DATE: 09/30/2013 (REPLACES 04/06/2009 VERSION)  
DEPARTMENT: HEALTH

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## JOB SUMMARY

Performs a variety of clerical duties as needed to expedite day-to-day operations associated with speciality environmental health programs including HAZMAT, air quality, bioterrorism, waste water, food handling/preparation, swimming pools, schools, and body art establishments.

## CLASS CHARACTERISTICS

**Office Specialist I - Environmental Health:** Works under close to general supervision in performing duties at the entry or training level or in performing routine tasks that are less complex or detailed than those performed at the full performance level.

**Office Specialist II - Environmental Health:** This full performance level works under general supervision in performing duties of considerable difficulty that involve some independent judgement.

**Office Specialist III - Environmental Health:** Works under general supervision in performing the most complex duties within the assigned function. This advanced level requires considerable knowledge of the policies, procedures, and laws affecting the work. Incumbents at this level are capable of training and leading others.

## ESSENTIAL FUNCTIONS

Receives, screens, and directs incoming phone calls; assists customers by providing information and directing them in correct processes; provides initial response to questions, complaints, or problems following established guidelines.

Performs various cashiering duties; prepares and issues certificates or receipts for funds collected; performs daily balance of deposits for fees collected against receipts, runs tapes on checks and cash.

Types letters, statements, narrative, and statistical reports, minutes, agendas, and other documents as required; prepares correspondence and recurring reports for signature.

Processes, sorts, and distributes incoming and outgoing mail and reports.

Updates data records including business changes and inspections; establishes and maintains a variety of files; monitors progress and completion of actions.

Maintains a calendar for the supervisor and assures that complete information is available for all matters.

**Office Specialist III - Environmental Health (In addition to the knowledge, skills, and abilities described above):**

Oversees and coordinates office procedures and practices; recommends and implements new procedures; evaluates others' work performance and suggests appropriate personnel actions.

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Exercises functional control over certain budget items and responsibilities including travel and purchases; prepares customer or state billings; performs bookkeeping, billing, and/or payroll activities.

Organizes, independently performs or leads project work.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

##### ***Office Specialist I - Environmental Health***

**Working Knowledge of:** Standard office practices; proper grammar, spelling, and punctuation.

**Skill in:** Reading, writing, and basic math; operating standard office equipment; word processing, data entry, and basic spreadsheets.

**Ability to:** Maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; understand and follow clear work instructions; distill relevant and useful elements from vast amounts of information; multi-task.

##### ***Office Specialist II - Environmental Health (In addition to the knowledge, skills, and abilities described above):***

**Working Knowledge of:** Health Department policies and procedures and laws, codes, and regulations relevant to work performed.

**Skill in:** Using various software programs unique to the Health Department and/or the Environmental Health Division.

**Ability to:** Understand broad objectives and follow general instructions.

##### ***Office Specialist III - Environmental Health(In addition to the knowledge, skills, and abilities described above):***

**Considerable Knowledge of:** Health Department policies and procedures and laws, codes, and regulations relevant to work performed.

**Skill in:** Basic bookkeeping.

**Ability to:** Train and lead others.

#### **PHYSICAL DEMANDS**

**Regularly:** Sits at a desk; walks, stands, or stoops, uses tools or equipment requiring a high degree of dexterity; works for sustained periods of time maintaining concentrated attention to detail.

**Occasionally:** Lifts or otherwise moves objects weighing up to 20 pounds; drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

#### **WORKING CONDITIONS**

Work is performed in an office or other environmentally controlled room; work may expose the incumbent to moderate noise and vehicle fumes.

#### **EDUCATION AND EXPERIENCE**

***Office Specialist I - Environmental Health:*** High school diploma or equivalent and one (1) year of general clerical support work experience. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

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***Office Specialist II - Environmental Health:*** High school diploma or equivalent and three (3) years of general clerical support work experience. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

***Office Specialist III - Environmental Health:*** High school diploma or equivalent and five (5) years of general clerical support work experience of which two years are directly related to the duties described above. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

#### **LICENSING AND CERTIFICATION**

Applicant must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

Selected applicants may be subject to a background check.

#### **CAREER LADDER ADVANCEMENT**

For a promotion through career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must: 1) possess the required licensure and certifications of the higher classification level, 2) meet the education and experience requirements and the class characteristics of the higher classification level, 3) have written recommendation from the department head and, 4) receive approval from the Director - Office of Personnel Management.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.